

Waltham Public Library
Waltham, Massachusetts
February 8, 2011

The February 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:12 p.m. in the Trustees' Room of the Library.

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Kate Tranquada, Library Director

Minutes: The Minutes of the January Trustees' Meeting were presented. The omission of the word "approved" was noted in the last line of the Budget Statement paragraph and the Minutes should read "*...and the Trustees approved the action unanimously.*" Mr. Humbert moved to approve the amended Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the January Budget Statement. It was noted that, at the current time, there was a surplus in the line item for part time staff and a deficit in the 300 account. The surplus will fund time for staff training in the spring; the supplies budget has been underfunded for years, and will have to be offset with savings in other areas. Mr. Mann moved to place the Budget Statement on file. Mr. Humbert seconded the motion and the Trustees approved the action unanimously.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation and Use Statistics for January 2011 and for January 2010. Circulation statistics are virtually the same for the two years. There was discussion as to how to show and/or quantify the "help" that the library staff gives patrons. This data is not currently reflected in the Circulation and Use documents. Ms. Tranquada will access data about how the website is being used. While it is recognized that there is a shrinking in the use of reference books and audiovisual, largely due to changing technologies, there is a need to re-vision the library as a community center, as the data on room use supports. Space planning is needed to address issues such as access to the lecture hall, re-use of some current spaces, and additional rest rooms.

Ms. Tranquada informed the Trustees that the Massachusetts Board of Library Commissioners had granted the requested certification waiver. The Library will be eligible for state funding, although how much, due to state budget conditions, is uncertain at this time.

New MLN Catalog

Ms. Tranquada informed the Trustees that the new MLN Catalog was now in place. It is more like what patrons may be familiar with using "Google." A new feature of this system is that it points the user toward additional online resources.

Statewide Delivery Changes

This system will be in place across the state in July. It is an entirely paperless system. The consistency among libraries calls for the placement of the barcode on the front left cover of every item. Volunteers will do the repositioning of bar codes on the older books.

Friends of the Library Update

The annual meeting of the Friends of the Waltham Public Library will be in April. A turnover in current leadership is expected. Ms. Tranquada informed the Trustees of the *Mass Memories* project to be conducted in Waltham in July. Together with the Historical Society and the National Archives the Friends are organizing a Mass Memories Road Show, part of a state-wide project out of UMass Boston that digitizes family photos and stories, creating a digital portrait of the community.

City-wide Records Management

The permanent records, i.e. archives, of the city's departments will now be housed at the former Bright School. Library archives include the Annual Reports and the minutes of Trustees meetings.

New Business

Ms. Tranquada distributed an information flyer from the Massachusetts Board of Library Commissioners entitled *Public Libraries Help People Save Money*.

Unfinished Business

As a new cost efficiency, patrons without an email address will no longer receive a notification of overdue books via through regular mail. They will, however, be mailed a bill after 4 weeks and 4 months, related to overdue fines and fees.

Ms. Tranquada and Mrs. Georgie Hallock will be attending the Legislative breakfast to be held on Friday, February 11th at the Cambridge Public Library.

Information was shared about the 4 hand piano recital on Sunday, February 13, performed by Joan Garniss and Fern Abrams.

Information was shared about a League of Women Voters sponsored event - a public meeting with Donald Aucoin related to revising the city's website.

Adjournment: Mr. Humbert made the motion to adjourn the February meeting at 6:55 p.m. Ms. McKenzie seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting and the Trustees' Annual Meeting will be Tuesday, March 8, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk